

MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) **STUDENT APPLICATION CHECKLIST** **2015-16 SCHOOL YEAR**

Please see the Student Application Information bulletin (Bulletin 01-01) for information on how to complete the MPCP application, the residency documentation bulletin (Bulletin 04-01) for information on the required residency documentation, and the income documentation bulletin (Bulletin 04-02) for information on the required income documentation. The bulletins are available at http://sms.dpi.wi.gov/sms_forms. All applications require a complete application, income documentation (as applicable) and residency documentation. **Schools are required to keep the original completed application, including all supplemental income and residency documentation.** See further information on the application process and rules in the documents “Open Application Periods-General Rules” and “Open Application Period-Process.” These documents are available at http://sms.dpi.wi.gov/sms_forms.

Application Review:

1. _____ Parent's/guardian's name is legible and the signature at the bottom of the application matches one of the parent's/guardian's names.
2. _____ Entire address is listed including street address (P.O. Box is prohibited), City, and zip code.
3. _____ Grade level for each student is listed as K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12.
4. _____ Student's date of birth is listed. For K4, K5 and 1st grade applicants, student must have been born on or before:
(a) September 1, 2011, for K4; (b) September 1, 2010, for K5; or (c) September 1, 2009, for 1st grade.
5. _____ Gender, ethnicity, and race are selected.
6. _____ The date the parent/guardian signed the application must be during or before the open application period in which the application is received by the school. The parent/guardian signature and/or date may not be added after the close of the open application period in which the application is received.
7. _____ The date the application was received is completed. The date received must be during the school's open application period(s). This date may not be added after the close of the open application period in which the application is received.
8. _____ Entire application, front and back page, is submitted. The entire application is legible and complete. The application is completed in ink, including all signatures.

Continuing Student Application Only:

9. _____ The checkbox indicating the pupil was counted at a choice school on the previous count date or on a waiting list at a choice school in the prior year is checked.
10. _____ The name of the prior school where the pupil was counted or was on the waiting list is provided.

New Student Application Only (Complete 11-15 as applicable):

11. _____ The checkbox indicating the income eligibility determination method used is checked and coincides with the method used. If the Department of Revenue (DOR) determination box is checked, complete #15. If the Department of Public Instruction Family Income Eligibility Documentation box is checked, complete #14.
12. _____ Parent/guardian has checked a box indicating the parents/guardians listed are married or not married if more than 1 parent/guardian is listed.
13. _____ Ensure all parents/guardians listed on the application are residing in the same household as the applicant(s) (unless they are in the military). If no parents/guardians reside in the same household, contact the DPI.
14. _____ Parent/guardian has identified family size and the number matches the family members listed.
15. _____ Department of Public Instruction (DPI) Family Income Eligibility determination method used.
- 15a. _____ The Family Income Eligibility form is completed. (Required when DPI method used.)
- 15b. _____ The student applicant name(s) on the Family Income Eligibility form match the application.
- 15c. _____ If the box is checked that the pupil is in kinship care or foster care, support for the student participating in the program is provided, the family size is one, and the income eligibility determination (Section III) is yes. Do not complete Section 14d-14k of this checklist as they are not applicable.
- 15d. _____ Section II of the Family Income Eligibility form includes all parents/guardians on the application.
- 15e. _____ The parents/guardians have provided supporting documentation for all income identified in Section II and the income on the supporting documentation matches the income in Section II of the form. The income/ income documentation provided is for the previous year (2014). If a parent/guardian has no income, \$0 is inserted in one of the columns.
- 15f. _____ If a copy of the 2014 tax return is provided:
- ☐ The return is signed and dated, including by both tax payers if a joint return.
 - ☐ The return is the Federal income tax form 1040. Wisconsin tax returns are not sufficient.
 - ☐ The first two pages of the return are provided.
- 15g. _____ If the income of the parents/guardians on Line 4 of Section II is \$0, the No 2014 Family Income form has been completed. Complete the following for the No Family Income form:
- ☐ The student applicant name(s) match the application.
 - ☐ The explanation of basic needs (food, clothing and shelter) is sufficient to explain how basic needs were supplied.
 - ☐ If any government assistance is indicated in the explanation of basic needs, the program is also checked in the government assistance provided section.
 - ☐ Documentation showing the parent/guardian participated in ALL government assistance programs selected is provided with the application. The evidence must show the parent/guardian participated in 2014 and include the name of the parent/guardian.
 - ☐ The form is signed and dated by a parent/guardian and the administrator/designee.
- 15h. _____ The Family Income Eligibility form is signed and dated by a parent/guardian and the administrator/designee. The parent/guardian signature and date may not be added after the close of the open application period in which the application is received.
- 15i. _____ Family size per Section III of the Family Income Eligibility form matches the family size per the application.

- 15j. _____ The income eligibility determination has been properly completed in Section III and, if determined income ineligible, the application indicates the student(s) is/are not eligible for the program.
- 15k. _____ The income documentation, including all supplemental forms and supporting documentation, was received during the open application period in which the application was received.
16. _____ DOR Income Determination method used—Complete items 15a-d before using the DOR method process in the OAS.
- 16a. _____ Social Security Number(s) or Taxpayer ID Number(s) is/are provided for all parents/guardians.
- 16b. _____ Family size on the paper application matches the family size number in OAS.
- 16c. _____ The response to the marriage question is appropriately reflected in OAS.
- 16d. _____ All parent/guardian names on the paper application match what appears in OAS.
- 16e. _____ The paper application properly indicates the student(s) is/are not eligible for the program if the OAS indicates the student(s) is/are not eligible for the program.

Residency Information:

17. _____ Determine if the address is in the City of Milwaukee by obtaining the “Map It” screen print from http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp . Maintain a copy for your auditor’s review.
18. _____ Parent/guardian has submitted a copy of **ONE** of the following to support that the student(s) live at the address on the application. Please note, this is a complete list of acceptable forms of residency documentation. Residency documentation must be received during the open application period in which the application is received. The residency documentation must include a date. Residency documentation must have the name of one of the parents/guardians with an address that matches the application. The exception is that residency documentation may be provided using the Alternative Residency form in certain situations, see 17f below.
- 18a. _____ Wage statement or W-2 end-of-year earnings statement dated within 3 months of when the application is received. (Note: W-2 end-of-year earnings statements are not acceptable after the April open application period closes.)
- 18b. _____ Water, gas, electric, cable, satellite or landline phone bill dated within 3 months of when the application is received.
- 18c. _____ Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible). Expired leases are not acceptable. Month-to-month leases must be dated within three months of the date the application is received.
- 18d. _____ Governmental correspondence dated within 3 months of when the application is received. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2,” Food Share, or Housing Assistance letter with the address listed and the name of the parent/guardian. Printed statements from Access.gov can be used as residency support if the statement includes a date that is within 3 months of when the application is received.
- 18e. _____ If homeless, a letter dated within 3 months of when the application is received on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated (within 3 months of the application received date) by a representative of the organization.

- 18f. _____ Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where 1) the student is not living with his or her parent or legal guardian or 2) the parent/guardian does not have one of the residency documents in A through E and someone else is able to provide one of the residency documents listed in A through E for the family. No changes may be made to this form after the open application period in which the application was received by the school.
19. _____ The residency documentation was received during the open application period in which the application was received.

Acceptance, Changes & Entry in OAS:

20. _____ The school administrator or designee must sign, date and verify that the applicant is eligible within 60 days of the receipt of the application.
21. _____ The application contains no white-out and corrections are made with a “~~strike-through line~~” and initialed. The school administrator or designee must initial all changes made to the application and must have written documentation to support the change. In addition, both the administrator/designee and the parent/guardian must initial any change made to the parent’s/guardian’s name and signature, date application received, the date the parent/guardian signed the application, family size, names of family members marital status and any changes to income forms, if applicable.

Corrections to the following may not be made after the open application period in which the school receives the application:

- 1) Adding parent/guardian signature and/or date signed to the application or any form.
 - 2) Adding the date application received.
 - 3) Changes that require additional supplemental documentation since all documentation must be received in the same open application period in which the school received the application.
 - 4) Any changes that result in the application being ineligible due to residency, income or age requirements.
 - 5) Any changes to the alternative residency form.
22. _____ Enter the application in the on-line application system (OAS) and make sure no error messages appear. If error messages appear, the school must contact the parent and/or DPI to make necessary corrections.
23. _____ If any incorrect information on the paper application is identified as a result of entering the application in OAS, correct the paper application using the strike-through method explained above to properly reflect the information. All information must be supported by residency and income documentation or other supporting documentation as needed. No additional residency or income documentation may be received outside of the open application period in which the application was received.
24. _____ If any incorrect information is identified in OAS, contact Loretta Langlois at Loretta.langlois@dpi.wi.gov. **Do not submit the application in OAS with incorrect information.**

Other Requirements:

25. _____ Random selection, if needed, must occur within one week of the close of the open application period and prior to the count date, if applicable.
26. _____ Applicants must be notified, in writing, within 60 days of submission of their application, whether they are accepted or not accepted in the MPCP at the school. Schools are required to retain a copy of the letter, the original paper application, and all supporting documentation received even if the application is not accepted. Do not destroy the original application.